



PRELIMINARY SITE PLAN CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all City ordinances and standards

*No documents are to be stapled at time of submittal.

GENERAL – ALL PRELIMINARY SITE PLANS

- ☐ Submit all documents specified on the Required Documents checklist with a signed copy of the Required Documents checklist.
- ☐ **Submit a disk with all plans – plans will be date stamped electronically.**
- ☐ City Action block placed above title block:

<u>ACTION</u>		
	APPROVED	DENIED
STAFF	_____	_____
	Date	Initials
P&Z	_____	_____
	Date	Initials
Neighborhood # _____		
See the Staff Approval Letter or P&Z Result Memo for any conditions associated with the approval of the project.		

turn bays, location of driveways, drive aisles, cross access between internal developments, and access to properties adjacent to the subject site.

- ☐ Required landscape edges and buffers adjacent to thoroughfares and bordering properties ([§4.02.04](#)), ([§4.03.03](#)), ([§4.03.04](#)).
- ☐ Existing natural and hydrological features including wetlands.
- ☐ Existing and proposed easements.
- ☐ Location and general size of drainage, detention and retention areas.
- ☐ Location of centralized or concentrated open spaces ([§4.13.03](#)), screening and other site improvements.
- ☐ Shade fire lane, access and utility easements with 10% gradation.
- ☐ Natural features
- ☐ Depict existing and proposed franchise utility easements.
- ☐ Provide preliminary drainage and preliminary utility plan.

PRELIMINARY SITE PLAN DETAILS FOR TRACTS GREATER THAN FIVE (5) ACRES

At a minimum, a Preliminary Site Plan that includes tracts greater than five (5) acres shall depict the following information ([§6.05.07\(C\)\(3\)](#)):

- ☐ Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Location map – a line map showing the site and surrounding streets, north arrow, and scale
- ☐ Title block (located in the lower right hand corner) containing the following information: type of plan, proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number (to be provided with submittal) and preparation date
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number of owner, applicant, and surveyor and/or engineer.
- ☐ Estimated use and size of all buildings and amount of required parking ([§4.04.08](#)). The exact location of the buildings is not required.
- ☐ The general design of adjacent public street improvements and right-of-way including existing or proposed deceleration lanes, median openings and left

PRELIMINARY SITE PLAN DETAILS FOR TRACTS CONTAINING FIVE (5) ACRES OR LESS

Existing or proposed tracts or lots which contain five (5) or fewer net acres shall depict a greater level of detail than tracts in excess of five (5) net acres. The Preliminary Site Plan shall depict the following ([§6.05.07\(C\)\(4\)\(5\)](#)):

GENERAL

- ☐ Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
- ☐ Location map, north arrow, scale, title block (located in the lower right hand corner) containing the following information: type of plan, proposed subdivision name, block designation, lot number, acreage, Abstract/Survey name and number, City Project Number (to be provided with submittal) and preparation date
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number of owner, applicant, and surveyor and/or engineer.
- ☐ For non-residential and multi-family developments, provide site data summary table using the following format:
____ For multi-lot developments, provide a column for each lot and a row for development totals



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- ☐ Zoning
- ☐ Proposed Use, ([§3.02 Use Chart](#))
- ☐ Lot Area, excluding right-of-way (square footage and acreage)
- ☐ Building Area (gross square footage)
- ☐ Building Height (feet and number of stories), ([§2.06.04](#) & [§2.06.05](#))
- ☐ Lot Coverage ([§2.06.04](#) & [§2.06.05](#))
- ☐ Floor Area Ratio (for non-residential zoning), ([§2.06.05](#))
- ☐ Total Parking Required (with ratio), ([§4.04](#))
- ☐ Total Parking Provided
- ☐ Total Bicycle Parking Required (§16.05.42)
- ☐ Total Bicycle Parking Provided
- ☐ Water Resource Zone Required (5% minimum of paved surface required for commercial; 7% minimum for multifamily), ([§4.02.09\(B\)\(2\)](#))
- ☐ Water Resource Zone Provided
- ☐ Square footage of Impervious Surface
- ☐ Usable Open Space Required, ([§4.13.02](#)), ([§4.13.03](#))
- ☐ Usable Open Space Provided
- ☐ Note: "Handicap parking is provided in accordance with ADA standards"
- ☐ Number of dwelling units and number of bedrooms for multi-family developments, if applicable
- ☐ Shade fire lane, access and utility easements with 10% gradation.
- ☐ City of Frisco site plan notes:
 1. Any revision to this plan will require city approval and will require revisions to any corresponding plans to avoid conflicts between plans.
 2. Open storage, where permitted, shall be screened in accordance with the Zoning Ordinance.
 3. Buildings with an aggregate sum of 5,000 square feet or greater on a lot shall have automatic fire sprinklers installed throughout all structures. Alternative fire protection measures may be approved by the Fire Department.
 4. All signage is subject to Building Inspection Division approval.
 5. All fences and retaining walls shall be shown on the site plan and are subject to Building Inspection Division approval.
- ☐ Add note whether any trees will be removed and if they are protected or not.
- ☐ Limited access control gates across fire lane easements shall be shown on the site plan and are subject to Fire Department approval.
- ☐ Natural features
- ☐ Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- ☐ Existing and proposed building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use ([§2.06.04](#) & [§2.06.05](#))
- ☐ Parking areas and structures, including the number and layout of standard spaces, standard parking dimensions, two-foot overhang, if applicable, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, ([§4.04](#))
- ☐ Show the location of crosswalks, sidewalks, and barrier free ramps with typical dimensions
- ☐ Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- ☐ Screening types, retaining walls, and service area screens, including height and type of construction and/or planting specification, ([§4.03](#))
- ☐ Conceptual detail of landscaping including islands and landscape buffers
- ☐ Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases

ENGINEERING

- ☐ Existing topography at two (2) foot contours or less
- ☐ Label existing drainage features, including floodplains, drainage ways, tributaries, riparian corridors and creeks
- ☐ Proposed reclamation of floodplain area(s), with acreage
- ☐ Existing and Proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "according to flood insurance rate map (firm) map no. xxxxx dated xxxxxxxx prepared by Federal Emergency Management Agency (FEMA) for <Denton/Collin County, Texas, this property is within zone A, AE, X>."
- ☐ Existing and proposed easements (utility, access, drainage, visibility and maintenance, street, sidewalk, etc...)
- ☐ Existing and proposed utilities (water lines, sanitary sewer lines, and storm drain). Depict existing and proposed franchise utility easements. (Less than 5 acres)
- ☐ Show existing and proposed fire hydrants (Less than 5 acres)



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- ☐ Proposed detention areas or provide note regarding existing regional detention, if applicable. (Less than 5 acres)

TRAFFIC

- ☐ Existing and proposed public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space). Show ultimate configuration of all public streets adjacent to the site.
- ☐ Existing driveways on adjacent property, including properties on opposite side of the street, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- ☐ Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets
- ☐ If preliminary site plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

PUBLIC WORKS

The preliminary SWMP shall be prepared in coordination with the preliminary drainage plan on all projects where both are required. The preliminary SWMP and the preliminary drainage plan may be shown on the same sheet. When a preliminary drainage plan is not required, the preliminary SWMP shall indicate the existing drainage patterns and runoff coefficients and the proposed changes to these items.

- ☐ The preliminary SWMP must comply with the standards and criteria outlined in this ordinance, the Engineering Design Standards and Construction Details, and the Erosion Siltation Control Ordinance. The plan may satisfy the storm water management portion of the Storm Water Pollution Prevention Plan (SWPPP) that is required for construction activities; however, **the SWMP is not a substitution for the SWPPP**. The City's review of the preliminary SWMP does not constitute acceptance of the final SWMP or the final development plans.

Three (3) paper copies of the preliminary SWMP plan shall be submitted with the submittal of a preliminary plat, replat, or minor plat for review and acceptance. The plan shall be labeled as "Preliminary." Upon acceptance of the plan, the plan shall be signed, sealed, and dated by the engineer, or shall contain a statement showing the engineer's name and license number and affirming the plan was prepared under the direction of the engineer and that the plan is preliminary..

FIRE

- ☐ Fire lanes must be provided within 150 feet of all exterior walls of any building. A 10 feet unobstructed width must be provided around a building for adequate fire department access.
- ☐ Interior turning radius for the fire lane must be a minimum of 20 feet.
- ☐ Fire hydrants must be provided at the entrances and intersections.
- ☐ Fire hydrants must be spaced no greater than 300 feet apart for a commercial development and no greater than 500 feet for residential development.
- ☐ Automatic fire sprinkler system will be required for the proposed buildings if the square footage exceeds 5,000 square feet on each lot or the occupant load within the assembly occupancy exceeds 100 people. Show the fire department connection for the fire sprinkler system must be located within 100 feet of a fire hydrant and 50 feet of a fire lane.

LANDSCAPE

- ☐ Site boundaries, bearings and dimensions, lot lines
- ☐ Base information as required on the Site Plan Checklist
- ☐ Existing topography at two (2) foot contours or less
- ☐ Existing and proposed utilities
- ☐ Plant materials, selection, size, location and coverage
- ☐ Landscape tabulations showing how landscape requirements have been met, including tree mitigation
- ☐ Detailed Tree Survey and tree Preservation Plan
- ☐ Provide all street frontage type S1, S2, S3, or S4
- ☐ Provide all Water Resource Zone Z1 and Z2
- ☐ Provide Façade Landscape (F1 for retail or F2 for Office/Non-retail)
- ☐ Provide appropriate Screening Buffer B1, B2 B3, B4, or B5.
- ☐ City of Frisco required Landscape Notes

OTHER

In addition, the following plans shall be submitted with a preliminary site plan application and approval is necessary prior to final authorization for development:

- ___ Preliminary plat, if applicable (See Preliminary Plat Check List)
- ___ Preliminary Drainage & Preliminary Utility Plan (See Check List)



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- ___ Preliminary Screening Plan for Landscaping in lieu of Screening Walls
- ___ Detailed Tree Survey, including tree loss (See Detailed Tree Survey Check List)
- ___ Preliminary Façade Plans (See Façade Plan Check List)
- ___ Open Space Plan (See open space plan checklist)
- ___ An exhibit to scale showing proposed development on colored aerial of the property

- ☐ Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements
 - ___ Traffic Impact Analysis if required (see Engineering Standards for TIA criteria)
 - ___ Traffic Circulation Study
 - ___ Flood study, if required

Preparer's Name: _____

Preparer's Signature: _____